

COMDTNOTE 9077
AUG 29, 2001

COMMANDANT NOTICE 9077

CANCELED: AUG 28 2002

Subj: CH-1 TO EQUIPMENT TAG-OUT PROCEDURE, COMDTINST 9077.1C

1. PURPOSE. This Notice promulgates several changes to Equipment Tag-Out Procedure, COMDTINST 9077.1C.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall comply with the provisions of this Notice.
3. DIRECTIVES AFFECTED. None
4. SUMMARY OF CHANGES.
 - a. Adds an Iterative tag-out process. Iterative tag-out process permits the Authorizing Officer to designate an individual as the on-site Authorizing Officer for repetitive tag-outs associated with specific iterative tests or maintenance evolutions.
 - b. Adds requirement for person removing the Danger/Caution tags to obtain concurrence from the Repair Activity, if designated, before removing the tags.
 - c. Adds requirement for Authorizing Officer to ensure legibility of Danger/Caution tags prior to authorizing installation of the tags.
 - d. Recommends abbreviated audits be conducted as part of routine watch relief.

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	3	3		4	1	1	1	1	1		1	1	1	1	1	1	1	1	1						
B		8	20*		9	24		6	2	10				50	17	1	1	1	1						1	1
C	1	1		3	2	3	1	1	1		1		1					1	1				1	2		
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5. PROCEDURES. Remove and insert the following pages:

Remove	Insert
pages 7 & 8 Original	Enclosure (1) pages 7 & 8 CH-1
pages 13 & 14 Original	Enclosure (1) pages 13 & 14 CH-1
pages 21 & 22 Original	Enclosure (1) pages 21 & 22 CH-1

6. FORMS AVAILABILITY. Forms CG5603 (11/96) Danger/Caution Tag-Out Index and Record of Audit Sheets, CG5604 (11/95) Tag-Out Record Sheet, NAVSHIPS 9890/10 Instrument Log Sheet, and OPNAV 4790/107 Tag Guide List may be produced locally from copies provided in the final pages of Equipment Tag-Out Procedure, COMDTINST 9077.1C. Form CG5604 (11/95), Tag-Out Record Sheet, is being revised to reflect the implementation of the iterative tag-out process and will be promulgated in a future change.

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Encl: (1) CH-1 to Equipment Tag-out Procedures, COMDTINST 9077.1C

2. a. (8) Repair Activity. Any activity other than the ship's force (e.g. MAT, WAT ASSIST, etc...) involved in the maintenance of the ship.
- (9) Ship's Force. The term refers to personnel assigned to the cutter who maintain and operate the ship's systems and equipment.
- (10) Active Log/Record Sheets. This term refers to the DANGER/CAUTION Tag-Out Record and Continuation Sheet (Figure 7A, and 7B) in the working section of the log.
- (11) Inactive Log/Record Sheets. The term refers to the completed DANGER/CAUTION Tag-Out Record Sheets that are held for six months.
- (12) Tag Clearance. This term refers to the process used by the Authorizing Officer to deem equipment to be operational and placed back in service. (See Para 5.d)

3. TAG-OUT LOGS

- a. Number of Logs. The number of tag-out logs maintained by a cutter will depend on the cutter's size. Two tag-out logs, to be maintained by the Operations and Engineering Departments, respectively are required for WHEC, WMEC and WAGB cutter classes. A single tag-out log is required for other cutter and boats. On cutters and boats with a single tag-out log requirement, the Engineering Department shall maintain this log.
 - (1) The Operations Department Tag-Out Log. It is used for all ships systems and equipment not under the cognizance of the Engineering Department. This log is maintained on the bridge or other location as designated by the Commanding Officer.
 - (2) The Engineering Department Tag-Out Log. It is used for propulsion plant, auxiliary, electrical and damage control systems and equipment, as well as other systems and equipment in engineering spaces. This log is maintained in Engineering Main Control or other location specifically designated by the Engineer Officer.

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3.
 - b. Format of the Tag-Out Log. The Tag-Out Log is a record of authorization of each effective tag-out action. It shall be maintained in the following format.
 - (1) A copy of this instruction and any amplifying directives for administering the system shall be inserted in the front of the log. A copy of the AUTHORIZED OFFICERS letter(s) shall be included.
 - (2) DANGER/CAUTION TAG-OUT Index and Record of Audit Sheet. A sequential list of all tag-outs issued shall be maintained to provide a ready reference of existing tag-outs, ensure that serial numbers are sequentially issued, and assist in conducting audits of the log. Figure 6, shows an example.
 - (3) ACTIVE Log. The Active section of the log shall include all Tag-Out Record Sheets for systems that are tagged out at the present time.
 - (4) INACTIVE Log. The Inactive section of the log shall contain all the Tag-Out Record Sheets from Tag-Outs that have been cleared.
 - (5) INSTRUMENT Log. Labels associated with OUT-OF-COMMISSION and OUT-OF-CALIBRATION instruments are logged in the instrument log. Figure 8, shows a sample log.
 - (6) Spare Log sheet
 - c. Source of supply for Tags, Labels, and Logs.
 - (1) Tags and labels shown in Figures 2, 3, 4, and 5 are available in the Federal Supply System.
 - (2) Danger/Caution Tag-Out Index and Record of Audit Sheets, Tag-Out Record Sheets, Instrument Log Sheets, and Tag Guide lists shown in Figures 6, 7A, 7B, 8, and 9 may be locally reproduced.

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4. TAG-OUT PROCEDURES.

- a. Standard Tag-Out Procedures. The following standard tag-out procedures shall be used for all corrective and preventive maintenance requirements:
 - (1) Exchange of Information. On cutters maintaining more than one tag-out log, an exchange of information concerning tag-out actions will be required among Authorizing Officers. When a tag-out will affect another Authorizing Officer, the initiating party shall obtain verbal concurrence from that officer to tag-out the system or equipment in question before the tag-out is authorized.
 - (2) Examples of systems that may require such coordination are: ship service electrical distribution, hydraulics, air, ventilation, air conditioning chill water and damage control.
 - (3) When a requirement for tags has been identified, the Authorizing Officer shall notify the cognizant department head before authorizing the tag-out. After notification, the Authorizing Officer shall direct the completion of the tag-out procedure.
 - (4) The Commanding Officer is ultimately responsible for the safety of all maintenance personnel and for protection of the cutter's equipment. Commanding Officers must ensure that personnel who are participating in the tag-out procedure are adequately trained and qualified to do so. When a Repair Activity is performing maintenance on a vessel, a dual responsibility exists between the vessel and repair Activity. When a tag-out action is required to permit maintenance by a Repair Activity, they shall observe the tag-out process and sign the tags and DANGER/CAUTION Tag-Out Record Sheet in the Repair Activity Blank.
 - (5) At the Commanding Officer's discretion, active duty Coast Guard Repair Activities such as the MAT, WAT, or ASSIST, may be allowed to fill in the TAG-OUT INDEX, the DANGER/CAUTION TAG-OUT RECORD SHEET and tags as the "person attaching the tag(s)" a separate Repair Activity signature is not required.

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4. b. Preparation of Tags and Logs. DANGER and CAUTION tags and associated tag-out request shall be prepared as follows:
 - (1) Each tag-out action is assigned a serial number in sequence on the DANGER/CAUTION Tag-Out Index and Record of Audits Sheet. The serial number assigned shall identify the system or component affected by the tag-out action. To differentiate between the Operations or Engineering Department tag-out logs, a letter prefix of “O” or “E” shall be used with the serial numbers, (i.e. E-001, E-002, or O-001, O-002 etc.). When a tag-out action requires more than one tag, the same base number shall be used with a sequence number to identify the additional tags, (i.e., E-001-1, E-002-1 etc.).
 - (2) The person requesting the tag-out shall prepare the DANGER/CAUTION Tag-Out Index and Record of Audits Sheet, DANGER/CAUTION Tag-Out Record Sheet, Tags and sign the tags. Ensure either DANGER or CAUTION, whichever applies, is circled and the other lined out.
 - (3) DANGER/CAUTION Tag-Out Record Sheet entries shall provide sufficient information to give anyone reviewing the log a clear understanding of the purpose and necessity for each tag-out action.
 - (4) Enough tags shall be used to completely isolate the system, piping, or circuit being worked on, and to prevent operation from all stations that could exercise control. System diagrams, circuit schematics, and tag guide list should be used to determine the adequacy of all tag-out actions.
 - (5) The Authorizing Officer shall review the Tags, DANGER/CAUTION Tag-Out Record Sheet, and DANGER/CAUTION Tag-Out Index and Record of Audits Sheet entries for completeness, accuracy, and legibility. Then sign the DANGER/CAUTION Tag-Out Record Sheet and tags, authorizing installation of the tags.
 - (6) The person attaching the tag must have the Authorizing Officer’s approval before attaching any tag(s). Once approved, the “person attaching the tag(s)” shall ensure that each item tagged is in the prescribed position or condition as indicated on the tag and then initial the DANGER/CAUTION Tag-Out Record Sheet.
 - (7) Tags are to be attached so that they are apparent to anyone who may try to operate the system or component. Do not attach tags to breaker covers or valve caps that may be subsequently removed

5. TAG REMOVAL. DANGER and CAUTION tags shall be removed immediately when the situation requiring the tag-outs has been corrected. DANGER tags shall be properly cleared and removed before a system or portion of a system is operationally tested and restored to service.
- a. No tags shall be cleared without the approval of the Authorizing Officer. The Authorizing Officer's approval will be annotated on the Tag-Out Record Sheet.
 - b. The person attaching the tag(s) shall be the ONLY person that removes the tag(s) and submits them for clearance. If the "Repair Activity" block on the tag(s) has a signature, the person attaching the tag(s) must gain concurrence from the repair activity signator prior to removing and/or clearing the tag. In the rare instance that the person is not available, the Commanding Officer may grant the Engineer or Operations Officer permission to clear the tag(s).
 - c. When any component has multiple tags, any DANGER tag takes precedence over all other tags. All DANGER tags must be removed in accordance with this procedure before the equipment is operationally tested or operated.
 - d. Cleared tags shall be immediately delivered to the Authorizing Officer. Utilizing the returned tags, and DANGER/CAUTION Tag-out Record Sheet, the Authorizing Officer shall verify that ALL the tags have been returned by all parties. The date and time cleared shall be entered on the DANGER/CAUTION Tag-Out Index and record of Audits sheet. The Authorizing Officer shall destroy the cleared tags and file the Tag-Out Record Sheet in the inactive section of the Tag-Out Log.
 - e. During clearance of tags a missing tag requires the Authorizing Officer to verify the systems and/or equipment conditions before the equipment is operationally tested or operated.
 - f. When a repair activity requires a tag to be cleared, the repair activity will notify the person who attached the tag, the person attaching the tag will initiate the clearance of the tag.
 - g. Iterative Tag-outs. The Authorizing Officer may designate an individual to act as the on-scene Authorizing Officer for repetitive tag-outs associated with specific iterative tests or maintenance evolutions. This individual could be the work supervisor. Examples of such evolutions include elevator operability testing requiring numerous inspection points and propulsion plant equipment testing requiring iterative adjustments of balance valves, speed limiting governors, over-speed trips, etc., which require repetitive isolations. On-scene administration of such tag-outs will be accomplished as follows:
 - (1) A Tag-Out Record Sheet dedicated to the specific test or maintenance procedure will be prepared. It will include multiple work items for equipment isolation over several iterations. Multiple sets of tags will also be prepared in advance for the isolation corresponding to the multiple work items on it. These actions will be accomplished in accordance with standard tag-out procedures.

- (2) The normal Authorizing Officer will authorize posting tags for the initial isolation using standard tag-out procedures. When clearing and posting tags to support subsequent iterations, the designated on-site Authorizing Officer will sign the Tag-Out Record Sheet and tags at the work site. Tags will be posted and cleared using standard procedures. The normal Authorizing Officer will be informed prior to isolating and “un-isolating” any equipment
- (3) When the last iteration is complete, the normal Authorizing Officer will clear the tag-out record sheet from the tag-out index.

6. LABELS

- a. Labels shall be attached and removed in the same way as tags. The Authorizing Officer authorizes the use of labels by signing the label and the instrument log. A second check is not required. Therefore a second check signature is not required on the label or the instrument log.
- b. Labels shown in Figures 4 and 5, shall be used for installed instruments and indicating systems and for portable test and radiac equipment. They shall be affixed to the exterior surface of the affected instrument so that operators can easily determine the status.
- c. Labels shall be immediately removed when appropriate corrective action has been completed.

7. INSPECTION AND AUDIT OF LOGS

- a. Inspection and Audit. A check of active tags or labels and an audit of the Tag-Out Log shall be conducted as described herein:
 - (1) The cognizant department head is responsible for ensuring that checks and audits of all tag-outs are performed once every two weeks. It is recommended that abbreviated audits also be conducted as part of routine watch relief.
 - (a) All active tags/labels listed in the Tag-Out Log shall be checked as correctly installed by visual comparison of the information on the Tag-Out Record Sheet, Tag-Out Index, and the Instrument Log with the tag/label and on the item on which the tag is posted. When a valve or switch position is prescribed, a visual check that the item is in the tagged position/condition will be made unless removal of a cover, cap, or closure is required. No operation of a valve or switch is authorized as part of a routine tag-out audit.
 - (b) Authorizing Officer's should perform a spot check of installed tags to ensure that tags so checked are effective, that is, covered by an active Tag-Out Log entry, and take corrective action.